

Support Maryland Health Benefit Exchange to Implement the Affordable Care Act (ACA)
Maryland Health Benefit Exchange (Exchange)
Graphic Designer

SOLICITATION NO. EXCHANGE – (MDM0031004862)

Vendor Question Responses - 09.20.12

#	Reference Section / Page Number	Claryifying Question	MD Response
7	Page 3 - Contractor Responsibilities	Under "contractor responsibilities" on page 3 within the RFP for the Maryland Health Benefit Exchange RFP, it states that "digital advertisements" will be one of the contractor's responsibilities. Can you please define or let us know of an example of the kind of "digital advertisements" that your team is anticipating.	Digital advertisements refer to banner advertisements for websites or the design of "widgets" for websites.
8	General	In addition, the description of the RFP's needs states that you're looking for "an expert vendor for video production services" as well. However, we can't seem to locate in the "contractor responsibilities" or "scope of work" any specific calls/needs for video production. Please confirm that you will NOT be needing video production or motion graphics or animation for this project (or, please confirm that you WILL be needing those services and skill sets).	Video production is NOT included in this RFP.
9	General	This RFP is for graphic design work only and not for any writing and/or editing. Is that correct?	Graphic design only on an as-needed, hourly basis.
10	General	Can the selected vendor be located in a state other than Maryland?	Yes.
11	General	Is there an incumbent?	No
12	General	Can we Fed Ex or UPS overnight our proposal to you and if so do we use the same address as if we were to mail you our proposal?	Yes.
13	General	For non-electronic submissions, do you prefer the proposals to be spiral bound or not bound at all?	There is not a preference.
14	General	Will any of the communications pieces be created in a language other than English (i.e. Spanish)?	Yes, writing and translation services will be provided by the MHBE.
15	Page 3, Section 1, B	Please describe the training curriculum development and who is being trained?	Training materials will be developed for assisters, navigators, carriers and insurance producers.
16	Page 3, Section 1, C.	Is the storyboarding for videos?	Yes
17	Page 4, Section 2, A. 1.	Please clarify what is meant by "Maintain off-site location."	The graphic designer will not be provided space at the MHBE site in order to work. The graphic designment must work off site and have their own equipment.
18	Attachments	Are the only Attachments to be returned with our proposal, Attachments A, C, D and E, and NOT Attachment B?	No. All attachments must be returned with the proposal A-E.